

NOTICE

There are six (6) magistrate vacancies in judicial election district 5-C (Polk County) as a result of the July 31, 2013 expiration of the terms of office of the current magistrates. The term of office of a magistrate is four years. The terms of office of the magistrates appointed to fill these vacancies will begin on August 1, 2013 and expire on July 31, 2017. Appointments to fill these vacancies will be made on or before June 1, 2013.

Anyone who wishes to be considered for appointment to fill one of these vacancies must complete a written application as described below. Additionally, candidates must: (1) be admitted to practice law in Iowa; and (2) be a resident of judicial district 5-C (Polk County), or of a county that is contiguous with Polk County, during the term of office; and (3) be under the age of seventy-two (72) at the time of appointment.

Application forms must be obtained from Sherrie Schuck, Office of the District Court Administrator, Room 409 Polk County Courthouse, Des Moines, Iowa or from Douglas F. Staskal, Chairperson of the District 5-C Magistrate Appointing Commission, Room 314, Polk County Courthouse, Des Moines, Iowa.


Completed applications must be submitted to the Chairperson of the District 5-C Magistrate Appointing Commission with a copy submitted to each member of the Commission. There are five Commissioners in addition to the Chairperson. A list with the names and addresses of all commissioners will be provided with each application.

PLEASE NOTE THAT THE APPLICATION FORM HAS CHANGED SINCE THE LAST OPENING WAS ADVERTISED AND ONLY THE NEW APPLICATION FORM SHOULD BE USED.

THE DEADLINE FOR FILING APPLICATIONS IS MONDAY, MAY 20 AT 4:00 P.M. YOUR COMPLETED APPLICATION AND ANY REFERENCES MUST BE RECEIVED BY THE CHAIRPERSON, JUDGE DOUGLAS F. STASKAL, ROOM 314, POLK COUNTY COURTHOUSE, DES MOINES, IOWA, AND BY EVERY OTHER COMMISSIONER, ON OR BEFORE MONDAY MAY 20, 2013 AT 4:00 P.M. REGARDLESS OF THE DATE OF MAILING.

NOTE: It is possible that not all applicants will receive a personal interview. The Chairperson will notify those applicants who have been selected for a personal interview. Interviews will be conducted on Tuesday May 28, 2013 beginning at noon. Please assure your availability that afternoon.

Dated this 26th day of April, 2013.



**JUDGE DOUGLAS F. STASKAL, Chairperson
Magistrate Appointing Commission
District 5-C
Room 314, Polk County Courthouse
Des Moines, Iowa 50309**

NOTICE TO APPLICANTS FOR POLK COUNTY MAGISTRATE VACANCIES

April 26, 2013

1. The deadline for applications is **MONDAY MAY 20, 2013 AT 4:00 P.M.** Applications should be hand-delivered or mailed to Judge Staskal or his Judicial Assistant, Chelsey Adams, in Room 314 or to Sherrie Schuck in Court Administration **and** to all other Commissioners by that deadline.

APPLICATIONS SENT BY MAIL MUST BE RECEIVED BY THE DEADLINE REGARDLESS OF THE DATE OF MAILING.

2. **Interviews will be conducted on Tuesday May 28, 2013 beginning at noon in Room 314, Polk County Courthouse.**
3. All applicants may not receive interviews. Applicants will be notified as soon as possible of the time of their interviews. However, notice may be as short as two or three days prior to the interview.
4. Applicants who are not available for interviews when scheduled may have their applications reviewed without a formal interview, at the discretion of the Commission.
5. The Commission's deadline for certifying the appointments to Chief Judge Gamble is **June 1, 2013.**

5C-Polk County Magistrate General Job Description

The jurisdiction of a magistrate is defined in Iowa Code Section 602.6405. Polk County magistrates will be assigned to hear small claims, civil infractions, traffic violations, mental health and substance abuse commitments, and such other matters within their jurisdiction as assigned from time-to-time by the Chief Judge of the Fifth Judicial District.

The office of a Polk County magistrate is a part-time judicial position compensated at a current annual salary of \$37,740.00. Magistrates are also eligible for part-time benefits including health and dental insurance, and optional participation in IPERS, the deferred compensation program and the flexible spending account program. Polk County magistrates will be expected to work two (2) days per week as assigned by the Chief Judge. There are no vacation or sick leave benefits, and other magistrates must cover such time off.

Pursuant to the Iowa Code of Judicial Conduct, lawyer magistrates shall not practice law before another magistrate or represent a client seeking appellate review of a magistrate's decision. A magistrate shall not practice law in the court on which the magistrate serves. Since the jurisdiction and docket assignment of the Polk County Magistrates overlaps with the jurisdiction and assignment of the Polk County District Associate Court judges, Polk County magistrates may not appear in Polk County District Associate Court.

DOUGLAS F. STASKAL, Chairperson
Polk County Magistrate Appointing Commission
515-286-3542
Douglas.staskal@iowacourts.gov